



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Teacher Aide, Head
Start Program

CSC Docket No. 2019-571

Request for Title Creation

ISSUED: SEPTEMBER 7, 2018 (SLK)

The Division of Agency Services (Agency Services) requests the creation of the non-competitive title of Teacher Aide, Head Start Program.

By way of background, the Newark School District (NSD) requested the establishment of a new title, Teacher Aide, Head Start Program. The Head Start Program is a federally funded program administered through the United States Department of Health and Human Services. The program serves to provide comprehensive early childhood education, health, nutrition, and parent involvement services for pre-school aged children in low-income families.

In a Head Start classroom, the NSD has traditionally utilized the generic local title, Teacher Aide (04135), to classify incumbents who assist teachers and/or other certified staff members by reinforcing their instruction and providing clerical assistance. However, given the title's minimum requirements of 60 college credits or equivalent, the NSD has cited recent recruitment difficulties. The difficulty results from dissimilarities between the Every Student Succeeds Act (ESSA) educational requirements for qualified paraprofessionals, which include a minimum of 60 college credits or equivalent, and the federal Head Start program requirements, which minimally require enrollment in a college degree program or Child Development Associate (CDA) program. It is further noted, per the ESSA, which replaced No Child Left Behind legislation in 2015, paraprofessionals functioning in the stated capacity being paid with Title 1 funds must meet the very specific educational requirements. However, the NSD confirms that their aides assigned to Head Start classrooms are not paid with Title 1 funds, but rather, via

federal Head Start funding. Establishing a lower level Teacher Aide, Head Start Program title, which requires a lesser requirement, will address the recruitment needs of the NSD and broaden the candidate pool for its Head Start classrooms.

N.J.A.C. 4A:3-1.2(c) states that a job title may be placed in the non-competitive division on an ongoing or interim basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job or when certification procedures based on ranked eligible lists have not or are not likely to meet the needs of appointing authorities due to such factors as salary, geographic location, recruitment problems and working conditions.

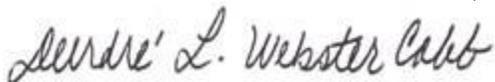
Based on all of the foregoing, ample reasons exist for the creation of the subject title and to allocate the title to the non-competitive division of the career service. In this regard, the Teacher Aide, Head Start Program title is an entry-level title responsible for the performance of rudimentary educational and clerical support tasks. There are no experience requirements; hence, there is no skillset to be tested. Incumbents will gain the required skill set during on-the-job training. Therefore, competitive testing is impracticable for this title.

ORDER

Based on all of the above, it is ordered that the Teacher Aide, Head Start Program title be created and allocated to the non-competitive division. It is further ordered that such actions be effective the first Monday following the Commission's approval.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 5th DAY OF SEPTEMBER, 2018



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